

CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY

INTEGRATED WASTE MANAGEMENT BOARD

Local Government Public Education and Amnesty Grant Program

APPLICATION INFORMATION AND INSTRUCTIONS

Available to: Cities, Counties, City and County, Special Districts, or Political Subdivisions, and Qualifying California Indian Tribes.

May 2003

Waste Tire and Playground Grants Hotline

(916) 341-6441

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Local Government Public Education and Amnesty Grant Program

Question-and-Answer Period Deadline for Written Questions: June 20, 2003

In order to give all applicants the same opportunity and the same information, the California Integrated Waste Management Board (CIWMB) has established a question-and-answer period for competitive grant programs.

Program-specific questions must be submitted in writing by mail or E-mail. The deadline for all questions is June 20, 2003. No program-specific questions will be answered after June 20, 2003. No phone calls regarding this application will be accepted after the release of the application.

Questions and answers will be mailed or E-mailed to those applicants who requested applications by returning the Notice of Funds Available (NOFA). Applicants submitting questions by E-mail who have not requested an application from a NOFA will be directed to CIWMB's web page for a complete list of all questions and answers. The web page information will tentatively be posted June 27, 2003, and is subject to updates.

Web site address: www.ciwmb.ca.gov/Tires/Grants/

E-mail address: tiregrants@ciwmb.ca.gov

Mailing address for questions:

California Integrated Waste Management Board
Special Waste Division - MS 22
Local Government Public Education & Amnesty Grant
Program
1001 "I" Street
P.O. Box 4025
Sacramento, CA 95812-4025

Local Government Public Education and Amnesty Grant Program
Application Information and Instructions
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Local Government Public Education and Amnesty Grant

Fiscal Year 2003-2004

I. GRANT SUMMARY

BACKGROUND

The California Integrated Waste Management Board (CIWMB) administers a tire grant program to divert waste tires for landfill disposal, and to prevent illegal dumping, educate the public on proper tire maintenance and disposal, and promote markets for recycled-content waste tire products.

PURPOSE

The purpose of the Local Government Public Education And Amnesty Day Grant Program is to decrease the adverse environmental impacts created by unlawful disposal of used and waste tires. This grant program is for the removal of waste tires and for public education on tire maintenance and safety. The main focus is the removal of small tire piles in local neighborhoods. Collecting and removing waste tires improves the aesthetics of local neighborhoods and promotes public health and safety. A secondary focus is on tire maintenance and safety. Educating tire consumers on proper tire maintenance has the potential to prolong the useful life of the tires. If successful, the life expectancy of tires will increase and therefore reduce the number of tires going to landfills each year. Amnesty Day events can also improve the health and safety of a neighborhood because waste tires provide habitats for disease-carrying pests and other vectors such as mosquitoes.

GUIDELINES

According to Public Resources Code 42951(a), all tire haulers must be registered with CIWMB if ten (10) or more tires are hauled unless exempt under Public Resources Code (PRC) 42954(a). There is an exemption from the hauler registration requirement if a person is transporting waste or used tires to an Amnesty Day Event and has received written authorization from the local enforcement agency specifying conditions for that hauling for one day per PRC 42954(a)(8). ***The Board recommends that not more than 20 waste tires be allowed per vehicle load, nor more than one trip per vehicle, during an Amnesty Day Event. If more than 20 waste tires are allowed from each vehicle load, the jurisdiction must require the completion of a manifest form (CIWMB 647).***

It is important that local Amnesty Day Grant Program coordinators inform the Local Enforcement Agency (LEA), the Highway Patrol, and the local sheriff and/or city police that these events are occurring. In addition, local Amnesty Day Grant Program coordinators must ensure that the entity hauling waste tires to collection points is a registered Waste Tire Hauler or that the entity meets the criteria for exemptions from the Waste Tire Hauler registration requirements in PRC section 42954(a).

The Board has included a list of tips that will benefit event coordinators of Amnesty Day Events (see Appendix D).

GRANT FUNDING

CIWMB has proposed \$500,000 for Local Government Public Education and Amnesty Day Grants during Fiscal Year (FY) 2003/2004, subject to availability of funds appropriated under the State Budget Act. An eligible applicant may request up to \$20,000. If two or more jurisdictions join together under a Joint Power Authority (JPA) agreement or a Memorandum of Understanding (MOU) then the maximum grant amount that can be requested is increased from \$20,000 to \$35,000 for two jurisdictions, and to \$50,000 for three or more jurisdictions. CIWMB reserves the right to fund individual phases of selected proposals, and may therefore fund less than the requested amount. CIWMB will award grants on a competitive basis.

APPLICANT ELIGIBILITY

California cities, counties, city and county, special districts or political subdivisions, and qualified California Indian tribes (jurisdiction) are eligible to apply for this grant. A jurisdiction can include two or more entities that have combined efforts through a JPA, or MOU. Only one application may be submitted per jurisdiction.

An applicant must:

- Provide evidence that it meets all the license and permit requirements associated with its grant project. Complete CIWMB Form 669 (<http://www.ciwmb.ca.gov/Grants/Forms/CIWMB669.doc>).

Guarantee to lawfully remove the collected used and waste tires according to provisions in the Public Resources Code (PRC 42951) and CIWMB waste tire management regulations (Title 14, CCR 17350).
- Apply for projects that include both an education component and a plan for at least one Amnesty Day event.

ELIGIBLE PROJECTS

Grant funds are available for jurisdictions to develop educational programs that consist of both education and Amnesty Day event components. The educational component should address the requirements for proper tire disposal of used and waste tires and ways to properly care for tires. The education may be in the form of brochures, public service announcements (PSAs), and other printed or electronic means of sharing information. CIWMB encourages applicant's to provide a plan that includes educational information in other languages as well as in English. The education component may include information on recycled-content waste tire products, and on health and safety and environmental issues of waste tires. The Amnesty Day component includes an amnesty event(s) for the public to deal with nuisance tires on their property. Applicants are encouraged to enter into partnerships with local businesses, Local Conservation Corps, or other entities to maximize the scope of the program. Please see the list of Tips for a successful event (Appendices, page 10).

ELIGIBLE COSTS

Eligible costs are those direct costs associated with administering Amnesty Day events and educating the public, which occurs after the grantee has received the Notice to Proceed and before the end of the grant term.

INELIGIBLE COSTS

Any costs not directly related to the Local Government Public Education and Amnesty Day Grant project are ineligible for grant or matching funds. Ineligible costs using grant funds include, but are not limited to, the following:

- Costs that occur prior to the Notice to Proceed and after the end of the grant term;
- Costs not identified in the Work Plan or approved Budget;
- Costs currently covered by another CIWMB grant, contract, or loan;
- Expenses incurred for meetings, workshops, training, food, or beverages;
- Overhead expenses such as costs for rental/lease of space, utilities, office supplies, and other miscellaneous costs incurred during the project;
- Purchasing or leasing of vehicles by non-governmental agencies;
- Overtime costs (except for local government staffing during evening or weekend events when law or labor contract requires overtime compensation);
- Any personnel costs not directly related to salaries and/or benefits;
- Any costs that are not consistent with local, state, and federal guidelines and regulations;
- Interest charges or payments on bonds or indebtedness required to finance project costs;
- Fines or penalties, due to violation of federal, state or local laws, ordinances, or regulations;
- Personnel travel or per diem costs;
- Cameras, cell phones, electronic personal data devices, and/or pagers;
- Costs connected with contractor claims against the grantee; and
- Any costs not deemed appropriate by the CIWMB Grant Manager.

GRANT TERM

The term of the grant is from the time the grantee receives a Notice to Proceed through April 15, 2006. All costs must be incurred during this term. The draft final report is due by **March 15, 2006**, and the final report and final request for payment are due by **April 15, 2006**..

LOCAL GOVERNMENT PUBLIC EDUCATION & AMNESTY DAY GRANT PROGRAM MILESTONES

Date	Activity
May to August 8, 2003	Application period (no program-specific questions accepted by phone)
May 9 to June 20, 2003	Question-and-Answer period
June 27, 2003	Questions and answers distributed to applicants and posted on the Web.
August 8, 2003	Application deadline (no extensions allowed)
August to October, 2003	Review and ranking of applications
December 16-17, 2003	Board approves grant awards
March 2004-April 15, 2006	Grant performance period
March 15, 2006	Draft final report due
April 15, 2006	Close of grant term - request for final payment and final report due

II. GRANT EVALUATION AND AWARD PROCESS

APPLICATION DEADLINE

The completed and signed application must be postmarked or exhibit a commercial carrier tracking number that is before or on **Friday, August 8, 2003**. Hand-delivered, faxed or E-mailed applications will not be accepted at any time. Other than the Resolution (discussed on page 10), missing or corrected information received after the deadline will be returned to the applicant and will not be considered. It is the applicant's responsibility to ensure that CIWMB receives the application with all required information on time.

EVALUATION

After the close of the application period, staff will review and score the grant applications. The applications will be evaluated based on the answers to the scoring criteria in the application (see Appendix F – Scoring Criteria). Applicants must score 70 percent (70 of 100 points) to be considered for funding. All applications will be scored consistently and ranked by the total number of points received.

AWARDING OF GRANTS

Staff will develop funding recommendations for the Board's consideration during its monthly business meeting in December 2003 (tentative). All applicants will be notified of staffs' recommendations by mail. In the event the Board awards only a portion of an applicant's grant request, CIWMB staff will incorporate additional conditions or changes in the final grant agreement.

III. INSTRUCTIONS FOR APPLICATION FORMS

The application is self-explanatory. The appendices provide: sample recycled-content purchasing policies (Appendix A), a sample budget itemization form (Appendix B), an application checklist (Appendix C), an Amnesty Day tip sheet (Appendix D), term and word definitions (Appendix E), and scoring criteria (Appendix F). A completed application should include answers to all thirteen (13) scoring criteria as well as the following completed forms:

- General Checklist of Business Permits, Licenses, and Filings (CIWMB form 669);
- Work Plan;
- Budget Itemization Form;
- Summary of Current and Previous CIWMB Grant Awards;
- Approved Resolution; or Joint Powers Authority (JPA) agreement and/or Memorandum of Understanding (MOU), if applicable

These forms are part of the grant application.

GENERAL CHECKLIST OF BUSINESS PERMITS, LICENSES, AND FILINGS (CIWMB form 669); see form for instructions.

WORK PLAN - the Work Plan must list **all** tasks, including grant funded and matching activities that are necessary to complete the proposed project. Please number each task. Each item in the Work Plan is detailed below. See sample work plan (Appendix B).

Task Description - the activities conducted within a project. Each major Task Category should be listed and broken into subtasks. For example, if the proposed project involves the major task "Hiring a Contractor," the Work Plan might list the following subtasks: 1) preparation of a request for proposal or bid; 2) proposal/bid sent to businesses; 3) in-house review process after receiving the bids; 4) preparation of contract; and 5) announce award of contract.

Budget - the amount of funds necessary to complete the major tasks and subtasks (must be listed). This section of the Work Plan must match the Budget Itemization Form.

Product or Results - the finished product(s), timeline(s), or goal(s) of the task(s).

Staff or Contractor - the person, or title of the person, who will be responsible for implementing the task(s).

Time Period - the projected beginning and ending date required to complete each task.

If additional space is needed, the Work Plan may be reproduced.

BUDGET ITEMIZATION FORM

Provide a thorough itemization of all expenses described in the Work Plan to demonstrate that the Budget is reasonable for the work proposed. **Please round to the nearest dollar.**

Brief descriptions of the information needed to complete the Budget Itemization are as follows:

- **Personnel Services** - these may include salaries, wages, and benefits for personnel who are employed by the grantee and will work directly on the project.

- **Materials/Supplies** - this may include costs of materials and/or supplies directly related to completion of the project.
- **Other Costs** – identify costs not included in the above categories and not listed as ineligible costs.
- **Cost Savings** - include cost savings, e.g.; in-kind services, and re-use and recycling options.

Budget items for miscellaneous, contingency, or managerial costs should be clear and kept to a minimum. If additional space is needed, the Budget Itemization Form may be reproduced as necessary. Attach quotes/estimates to support your Budget Itemization.

SUMMARY OF CURRENT AND PREVIOUS GRANT AWARDS

List current and previous CIWMB grants that your agency has received in the last three (3) fiscal years (2000/2001, 2001/2002 and 2002/2003) only.

- **Type of Grant** - e.g., playground grants, tire grants, household and hazardous waste grants, and used oil grants.
- **Grant Agreement Number** - list the Grant Agreement number of your current and previous CIWMB grants.
- **Grant Award \$** - list the awarded grant amount, not the requested amount.
- **Brief Grant Description** - provide a brief summary of each grant program listed.
- **Audit** - Has this grant ever been audited by CIWMB or other agency such as the Bureau of State Audits or the Department of Finance? If yes, provide the date, auditing agency, and audit outcome.

APPROVED RESOLUTION - JPA - MOU

The grant application package must include an approved resolution from the applicants' governing body authorizing submittal of an application to CIWMB. The resolution should identify the **title** of the position authorized to execute any agreements, contracts, and requests for payment. In the event the applicant cannot obtain a resolution prior to submission of the application, the application must state when the resolution will be approved. Upon approval, the resolution must be mailed to the CIWMB by October 15, 2003, at the address provided on the last page of these instructions.

Cooperative Projects - Two jurisdictions may apply for up to \$35,000, and three (or more) jurisdictions may apply for up to \$50,000. In addition to the resolution for the lead applicant as described above, applications for cooperative projects must also include one of the following:

- **Joint Powers Authority (JPA)**- a copy of a JPA agreement and a letter from each jurisdiction's manager/administrator authorizing one jurisdiction to act on their behalf as both applicant and grant administrator; or
- **Memorandum Of Understanding (MOU)** - a copy of an MOU specifically for this grant proposal from each jurisdiction authorizing the lead applicant to act on their behalf as both applicant and administrator.

IV. PAYMENT REQUESTS

PAYMENT OF GRANT FUNDS

Grant funds are paid on a reimbursement basis for the actual eligible costs directly related to the implementation of the project as approved in the Grant Agreement. Ten (10) percent of each payment request will be retained until the required documentation such as the Final Report and the Recycled-Content Certification forms for material purchased with grant funds is submitted and approved by the CIWMB grant manager. Payment will be made for costs described in the grantee's approved Budget Itemization Form unless the grantee has submitted changes in writing and the CIWMB grant manager has approved (in writing) any grant modifications. All payment requests must include an itemization with documentation of claimed expenses (e.g., itemized receipts, proof of payment invoices, billable personnel hours, etc.).

AUDIT REQUIREMENTS

All grantees are required to comply with the following provisions:

1. **Audit/Records Access.** The grantee agrees that the Board, the Bureau of State Audits, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. The grantee agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute or audit, whichever is later. The grantee agrees to allow the designated representative(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the grantee agrees to include a similar right of the State to audit records and interview staff in any contract or subcontract related to performance of this Agreement.
2. **Waiver of Personal Jurisdiction:** Should CIWMB seek reimbursement of costs paid to a grantee as a result of an audit finding, the Grantee hereby waives any jurisdictional defenses.

V. APPLICATION SUBMITTAL

Applicants must submit an **original and three copies** of the complete application, with the original marked "Original," and the copies marked "Copy," to the address below. Applications must exhibit a commercial carrier tracking number or be **postmarked** no later than **Friday, August 8, 2003**. Applications postmarked or date marked by commercial carrier after this date, will be returned to the applicant and will not be considered for grant funding. **Hand-delivered, faxed, or e-mailed applications will not be accepted at any time.** Applications must be in a font no less than 10 points, printed on recycled-content paper, double-sided, and fastened in the upper left-hand corner. Applications should not be bound.

Other than the Resolution, additional information received after the deadline will not be considered. It is the applicant's responsibility to ensure that a **complete** application is postmarked on or before **Friday, August 8, 2003**. Please submit the application to:

The following is the U. S. postal mailing address:

**California Integrated Waste Management Board
Local Government Public Education and Amnesty Day Grant
Financial Assistance Branch, Grants Administration Unit
ATTN: Phil Poon
P.O. Box 4025, MS 10
Sacramento, CA 95812-4025**

The following physical address is necessary for applications sent by commercial carrier:

**California Integrated Waste Management Board
Local Government Public Education and Amnesty Day Grant
Financial Assistance Branch, Grants Administration Unit
ATTN: Phil Poon
1001 "I" Street, 19th Floor, MS10
Sacramento, CA 95814**